



The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide.

At the African School of Governance, we are shaping a new era of leadership in Africa through a world-class public policy education, innovative research, and dynamic policy engagement focused on Africa's unique experiences. We aim to address the continent's pressing governance challenges by equipping emerging leaders with the mindsets, skills, and knowledge required for effective leadership.

ASG's vision is to nurture a prosperous and peaceful Africa where purpose-driven leaders have the mindsets, knowledge, and skills to drive sustainable development for all. The mission is to nurture leaders to drive Africa's sustainable development by providing innovative public policy education, cutting-edge research, and a platform for policy engagement that fosters transformative governance tailored to the continent's unique values and opportunities.

ASG seeks to address this gap in African public policy education and research while joining a network of other world-class institutions across the region and globe.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Executive Assistant	REPORTS TO: Vice President Finance and Operations (VPFO)
JOB REF: ASG/HR039	DEPARTMENT: Finance and Operations

Job / Role Purpose:

The role holder is responsible for providing executive support and management of the VPFO's office, communications, and for providing secretarial and administrative support to sustain the day-to-day office operations. He or she works with several administrative and operational processes and will coordinate the VPFO's calendar and events.

Key duties and responsibilities

Executive support

- Provide Executive support to the VPFO and facilitate in coordinating VPFO's activities, take minutes of VPFO's meetings and coordinate with other executives and staff, and external stakeholders.
- Manage the VPFO's calendar, schedule appointments, process meeting minutes and circulate them to eligible members.
- Support with the planning and coordination of VPFO's key projects and monitoring implementation to ensure timely deliverables.
- Develop and maintain filing systems and documents for organization.

- Foster effective communication between the executive team and various departments
- Prepare briefing materials and support presentations for committee and staff meetings and other key events.
- Assist with the onboarding of new employees and coordinate team-building activities.
- Manage document production (through drafting, editing, proofreading reports and correspondences)
- Receive, coordinate, and process documentation meant for the VPFO's approval and signature.
- Serve as the key liaison between VPFO, ASG teams, and stakeholders.
- Provide administrative support to conferences, workshops, and retreats.
- Manage logistics and travel plans for the VPFO.

Office administration

- Provide custodianship of the VPFO's office to ensure its safety, hygiene, and conduciveness.
- Provide front desk and secretarial services to the VPFO's office.
- Receive internal and external customers and guide them accordingly and attend to their inquiries in a timely manner.
- Manage both incoming and outgoing mail, and incoming and outgoing telephone calls.
- Maintain an effective and efficient filing system and ensure custody of confidential records in accordance with the document management policy.
- Manage the fixed assets and keep updated records of asset movements.
- Supervise the functioning of office facilities and report incidents or issues that need attention for maintenance.
- Coordinate the office cleaning services, to ensure cleanliness of office, washrooms.
- Supervise the cleanliness of the office and appraise the Office Attendants and Washroom Attendants.
- Host VPFO's guests and ensure conducive and hospitable environment.

Logistical support

- Co-ordinate travel arrangements for local and international travels for the VPFO and ASG Team including air ticket, and accommodation booking.
- Manage office supplies and coordinate servicing of office equipment.
- Manage office imprest allocated as guide by the policies.
- Coordinate the drivers where allocated.
- Perform other work-related duties as may be requested by the VPFO from time to time.

Expected Outputs/ Deliverables

- A well-organised office and conducive office environment.
- Quality documentation (minutes, outgoing memos, and correspondences).
- Reliable and timely information provided to internal and external customers.
- Well managed and accurate filing system.
- Timely disposal of records in accordance with document management policy.

- Timely submission of office imprest accountability to the accounts department.

PERSON SPECIFICATION

Educational Requirements

- Bachelor's degree in business administration, management studies or related discipline from a reputable university.
- Relevant training in office management or secretarial duties is an added advantage.
- Being Bilingual (English and French) is an added advantage.

Related Job Experience

- At least three (3) years of relevant work experience as Executive Assistant of Chief Executive or Senior Executive.
- Experience in administration will be an added advantage.

Required Technical Knowledge/Skills

- Microsoft Office and operation of office IT equipment
- Good presentation skills, including editing and proof-reading skills
- Office management skills
- Good administrative skills
- Event management skills
- Strong report writing skills..
- Strong troubleshooting and problem-solving skills.

Required Behavioural Skills

- Transparency and accountability
- Integrity
- Teamwork
- Analytical thinking and problem solving
- Interpersonal and stakeholder engagement
- Planning and organizing skills
- Innovativeness
- Self-drive
- Capable of maintaining confidentiality and exercising discretion.
- Analytical thinking and problem solving.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [asg job application form](#). All applications must be submitted via the online application form at this link.